

**FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SERVICE PRICE LIST**

Schedule Title: Professional Services Schedule

Group Affiliation: Industrial Group 00CORP



Health Research and Analysis, LLC (HRA) is a small woman-owned business founded in 2004 and specializes in the design, conduct, analysis, and reporting of health studies, particularly among military and veteran populations and their dependents. HRA is focused on delivering superior health research studies to its clients. HRA has strong capabilities in biomedical sciences, biostatistics, epidemiologic research, and program evaluation, and in all aspects of research methodology and research project management. HRA offers a unique combination of technical and subject matter expertise in an environment that fosters career growth and development to enable the successful delivery of products and services within the health research continuum. HRA's areas of expertise concentrate on leveraging data to inform or investigate. HRA, as a business entity, is responsive and capable of addressing challenges with the necessary concentration and commitment; as a result, HRA achieves excellence for our clients.

We are proposing to provide services under the following SINs:

- 874-1 Integrated Consulting Services

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**Health Research and Analysis, LLC**  
**7475 Wisconsin Ave., Suite 525, Bethesda, Maryland 20814**  
**Telephone: 301-468-7370 / Fax: 301-468-6671**  
**sdebakey@health-ra.com**  
**www.health-ra.com**

Contract Number: **GS-10F-0247V**  
Period Covered by Contract: **July 2, 2009 – July 1, 2019**  
Point of Contact: **Samar DeBakey, MD, MPH**  
**sdebakey@health-ra.com; 301-468-7370**

General Services Administration - Federal Supply Service

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is <http://www.GSAAdvantage.gov>. Agencies can also browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

## CUSTOMER INFORMATION

### 1a. PRICING TABLE

SINs	Labor Category	GSA Rate w/ IFF
874-1 / 874-1RC	Senior Subject Matter Expert	\$ 188.89
874-1 / 874-1RC	Subject Matter Expert I	\$ 168.78
874-1 / 874-1RC	Management Consultant II	\$ 143.64
874-1 / 874-1RC	Program Manager	\$ 137.53
874-1 / 874-1RC	Research/ Epidemiologist/ Biostatistician III	\$ 126.52
874-1 / 874-1RC	Management Consultant I	\$ 105.23
874-1 / 874-1RC	Research/ Epidemiologist/ Biostatistician II	\$ 104.52
874-1 / 874-1RC	Research/ Epidemiologist/ Biostatistician I	\$ 88.03
874-1 / 874-1RC	Research Analyst III	\$ 79.21
874-1 / 874-1RC	Research Analyst II	\$ 66.00
874-1 / 874-1RC	Research Analyst I	\$ 55.01
874-1 / 874-1RC	Research Assistant/ AA/ Intern **	\$ 35.20
874-1 / 874-1RC	Technical Writer	\$ 71.63
874-1 / 874-1RC	Technical Editor	\$ 69.32

The Industrial Funding Fee of 0.75% is included in the rates.

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant	01020 - Administrative Assistant	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the US Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

1b. LABOR CATEGORY DESCRIPTIONS

<b>LABOR CATEGORY DESCRIPTION DOCUMENT</b>		
<b>LABOR CATEGORY</b>	<b>MINIMUM EDUCATION AND EXPERIENCE</b>	<b>Functional Responsibility</b>
Senior Subject Matter Expert	Doctorate + 10 yrs or Masters +15 yrs	Serves as a thought-leader, possessing in-depth knowledge of a particular area, such as health, healthcare, medicine, epidemiology, biostatistics, business, computer science, applicable federal policies, regulations and standards, or the various sciences. Provides leadership and guidance as needed in all phases of health programs with emphasis on the planning, analysis, integration, documentation, and presentation phases. Applies advanced principles, methods and knowledge to exceptionally difficult multidimensional technical problems in research and evaluation of health and healthcare models and other scientific applications to arrive at solutions. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex issues. Possesses extensive experiences in resolving multidimensional managerial, technical and functional challenges.
Subject Matter Expert	Doctorate + 8 yrs or Masters + 12 yrs	Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as epidemiology, biostatistics, business, computer science, applicable federal policies, regulations and standards, or the various sciences. Provides leadership and guidance as needed in all phases of health programs with emphasis on the planning, analysis, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced research principles and methods to exceptionally difficult and narrowly defined technical problems in epidemiology and other scientific applications to arrive at solutions. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Are experts in either functional or technical disciplines with many years of experience. They have extensive experience as technical leaders and Project/Program Managers.
Management Consultant II	BS/BA + 10 years	Analyzes organizational goals and objectives, operating environment and business processes to determine most efficient methods of accomplishing work. Manages contractual relationships. Develops work plans and project budgets. Analyzes data and prepares reports that inform clients of specific results and trends which might affect their program planning. Develops and implements quality control processes. Monitors newly implemented systems to assure smooth functioning. May conduct operational effectiveness reviews to ensure changes are applied and functioning as intended. Experienced in the use of computer-based data analysis tools. May manage multiple smaller projects, tasks within large project or a large scale project.
Management Consultant I	BS/BA + 5 years	Analyzes organizational goals and objectives, operating environment and business processes to determine most efficient methods of accomplishing work. Manages client relationships. Trained in the analysis of business processes. Manages work plans and budgets. Develops and implements quality control procedures. Analyzes data and information and presents the data in sections of draft reports. Experienced in the use of computer-based data analysis tools. May manage a simple project or tasks within larger projects.

Program Manager	MS/MPH + 8 years	Leads the development of new business through the contribution of scientific/technical/managerial expertise. Directs and manages the planning, design and implementation of technical project protocols and procedures. Serves as the primary client point of contact for methodological and technical expertise and translates client needs and/or objectives into specific deliverables in a timely and cost efficient manner while maintaining highest quality. Ensures that all research projects are conducted with sound methodological approaches. Experienced in presenting at client and professional meetings. Assumes responsibility for meeting substantial yearly business development goals.
Researcher/ Epidemiologist/ Biostatistician III	MS/MPH+ 10 years or PhD + 6 years	Leads and coordinates particularly complex scientific/technical components of large projects or series of smaller projects with responsibility for the application of advanced methods and techniques in a particular field of specialization. Experienced in presenting at client and professional meetings. Able to prepare scientific reports, papers and presentations. Strives for meeting moderate yearly business development goals.
Researcher/ Epidemiologist/ Biostatistician II	MS/MPH+ 8 years or PhD + 4 years	Supports the coordination of complex components of large projects or series of smaller projects with responsibility for the application of advanced methods and techniques in a particular field of specialization. Supports the responsibility for training and mentoring staff and efforts to ensure quality of products and deliverables. Independently, performs simple to advanced statistical modeling using standard software packages. Able to present at client and professional meetings. Able to prepare scientific reports, papers and presentations. Strives for meeting moderate yearly business development goals.
Researcher/ Epidemiologist/ Biostatistician I	MS/MPH + 5 years or PhD	Independently performs a variety of research and analysis tasks and may provide training and technical supervision to less experienced staff. Collects, compiles, validates, interprets and analyzes data and trends using standard practices and techniques in the field(s) of specialization. Performs simple to moderately complex statistical modeling using standard software packages. Applies quantitative and/or qualitative analysis techniques and methods. Works on assignments that are moderately complex under indirect supervision.
Research Analyst III	MS/MPH+ 3 years or PhD	Provides management leadership and technical support to programming staff. Works independently, under general supervision. Works independently to design solutions to analytic or data management problems, select the most appropriate and efficient programming tool and system platform. Demonstrated ability to solve difficult technical problems and to provide technical support to others. Special skills: Multiple programming languages, SAS, SPSS, and Database design and database applications (Access).
Research Analyst II	MS/MPH + 2 years	Provides programming and technical support to research and survey projects. Develop moderately complex programs that enable the control, manipulation and analysis of data. Special skills: Multiple programming languages, SAS, SPSS, Database design and database applications (Access).
Research Analyst I	MS/MPH or BS + 2 years	Provides programming and technical support to research and survey projects. Develops routine programs that enable the control, manipulation and analysis of data. Knowledge of multiple programming languages, SAS, SPSS, Database design and database applications (Access).
Technical Writer	BS/BA	Provides technical writing for program and operational documentation. Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Reviews content of technical documentation for quality. Produces technical and scientific illustrations for presentations and/or publication, as appropriate to the requirements. Provides documentation in presentation-ready quality output.

Technical Editor	BS/BA + 5 years	Independently, reviews, proofreads, and edits documents at all level of literacy starting with the layman levels to the scientific levels. Excellent writing skills and ability to edit manuscripts to be submitted to peer-reviewed journals. Ability to rewrite scientific documents including validating the references. Ability to use reference management software such Endnotes and word
Research Assistant/ AA/ Intern	BS/BA or H.S. + 3 years	Performs complex office support duties requiring considerable judgment and independent analysis, and detailed knowledge of departmental procedures. Excellent interpersonal skills; attention to detail; ability to work as a team member; knowledge of business policies and practices; Knowledge of standard software packages (word processing, spreadsheets and database).

2. Maximum order: The Contractor is not obligated to honor any order for a combination of items in excess of these amounts:

<u>ITEM NUMBER/SIN</u>	<u>MAXIMUM ORDER</u>
All SINS	\$1,000.000.00

3. Minimum order: The minimum dollar value of orders to be issued is \$100.
4. Geographic coverage (delivery area):

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

5. Point of production: **Bethesda, MD, USA**
6. Discount from list prices or statement of net price: **1%**
7. Quantity discounts: **As outlined below—**

Task Order Value	Discount
\$250,000 - \$499,999	An additional 1% off GSA rates
\$500,000 +	An additional 2% off GSA rates

8. Prompt payment terms: **Net, 30 days**

9. Notification that Government purchase cards are accepted at or below the micro-purchase threshold and at or above the micro-purchase threshold:

Credit cards **will** be acceptable for payments below the micro-purchase threshold.

Credit cards **will not** be acceptable for payments above the micro-purchase threshold.

10. Foreign items (list items by country of origin): **None**

- 11a. Time of delivery: **To be determined at time of task order**

- 11b. Expedited Delivery: **To be determined at time of task order**

- 11c. Overnight and 2-day delivery: **Not offered**

- 11d. Urgent Requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. point: **Destination**

- 13a. Ordering address:

**7475 Wisconsin Avenue, Ste 525  
Bethesda, MD 20814**

- 13b. Ordering information telephone number: **301-468-7370**

- 13c. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:

**7475 Wisconsin Avenue, Ste 525  
Bethesda, MD 20814**

15. Warranty provision: N/A

16. Export packing charges: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A

- 18. Terms and conditions of rental, maintenance, and repair: N/A
- 19. Terms and conditions of installation: N/A
- 20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20b. Terms and conditions for any other services: N/A
- 21. List of service and distribution points: N/A
- 22. List of participating dealers: N/A
- 23. Preventive maintenance: N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/): N/A
- 25. Data Universal Number System (DUNS) number: **143288137**
- 26. Contractor's Taxpayer Identification Number (TIN): **20-0625539**
- 27. Notification regarding registration in Central Contractor Registration (CCR) database:

Contractor has registered with the Central Contractor Registration Database.